
USDA PRIVACY IMPACT ASSESSMENT FORM

Project Name: Natural Resource Information System (NRIS)

Date Prepared: June 24, 2003

Description of Your Program/Project:

The Forest Service Natural Resource Information System (NRIS) consists of standard corporate databases and computer applications designed to support field-level natural resource data collection, analyses, and decision-making processes.

<p>DATA IN THE SYSTEM</p> <p>1. Generally describe the information to be used in the system in each of the following categories: Customer, Employee, and Other.</p>	<p>Customer Data: None</p> <p>Employee and Partner Data: NRIS stores information about associations of people and organizations with the collection and analysis of natural resource data. People are both internal to the Forest Service and external to it. People are qualified by their formal position within an organization and by their expertise and certifications. Organizations are internal forest, region, district and headquarters structures and the external agencies of the government and public with whom the Forest Service conducts natural resource management business. These associations with people and organizations are modeled within NRIS as "contacts". Examples of contacts are persons performing inventories, photographers of images, authors of environmental documents, and observers of wildlife occurrences. No information of a sensitive nature is stored about any individual – no social security numbers, personal addresses, personal phone numbers, financial information, race, religion, or owner association with detailed inventory of his/her property (no violation of Food Security Act).</p> <p>Other data: Natural Resource and socio-economic-demographic data, both spatial (GIS) and tabular:</p> <p>NRIS Air: Data about the effects of air pollution on natural resources, including water quality,</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>plants and animals, and visibility.</p> <p>NRIS Fauna: Data about occurrence of terrestrial wildlife on National forests and, in some cases, adjacent lands.</p> <p>FSVeg: Point and plot vegetation data from field surveys such as stand exams, inventories, and regeneration surveys; includes data on trees, surface cover, understory vegetation and down woody material.</p> <p>NRIS Human Dimensions: Provides access to social, economic, and demographic statistics generally collected by other federal and state agencies and organizations.</p> <p>NRIS Terra: Holds core terrestrial ecology data on soils, geology, geomorphology, ecological classification and potential natural vegetation.</p> <p>NRIS Water: Focuses on data that describe aquatic habitats and stream morphology, watershed characteristics, water rights and uses, and aquatic organisms.</p>
2a. What are the sources of the information in the system?	<p>Legacy local databases</p> <p>Inventory and activity records.</p> <p>For NRIS-Fauna, data are also provided by State Heritage databases.</p> <p>For NRIS-HD, data are primarily derived from summary data provided to the general public by various public agencies. No information specific to individuals is included.</p>
2b. What USDA files and databases are used? What is the source agency?	<p>Field legacy record-keeping systems are being migrated to NRIS. Field paper inventory records are being entered into NRIS. Source agency is USDA Forest Service.</p>
2c. What Federal Agencies are providing data for use in the system?	<p>NRIS-HD includes data from the Bureau of Census, Bureau of Economic Analysis, and the Bureau of Labor Statistics. Some data compiled annually by the Bureau of Land Management on payments in lieu of taxes to local units of government are also used.</p>
2d. What State and Local	<p>For NRIS-Fauna data about observations of a particular wildlife species are being provided by</p>

Agencies are providing data for use in the system?	<p>State Heritage Programs. These data may include the name of the observer of the wildlife species. No other personal information is included. Data so far have been obtained from the states of Arizona, Colorado, Idaho, Montana, and New Mexico.</p> <p>No data from state and local agencies are currently being migrated into NRIS-HD. However, in the future, (FY04) we anticipate beginning to migrate some state agency data such as statewide population projections.</p>
2e. From what other third party sources will data be collected?	NRIS-HD uses data from the Minnesota IMPLAN group, a firm that creates value-added data at the county-level from BEA information specifically for use in IMPLAN, an Input/Output model for local and regional economic impacts.
2f. What information will be collected from the customer/employee?	Participation in data collection or analysis event; work location and phone; position/role with respect to business supported by NRIS; certifications or other credentials with respect to business supported by NRIS.
3a. How will data collected from sources other than the USDA records and the customer be verified for accuracy?	For NRIS-HD, data from other government agency sources are verified at the time they are migrated to NRIS-HD formats from source-agency formats. We generally verify these data by examining summations of small areas to values for larger aggregate areas.
3b. How will data be checked for completeness?	Not applicable.

ACCESS TO THE DATA

1. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Other)?	All users will have read access to all data. Create, edit, and delete access is limited to users with specific roles.
2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?	Yes, user guides for the NRIS modules document access criteria, procedures, controls, and responsibilities.
3. Will users have access to all data on the system or will the user's access be restricted? Explain.	User oracle passwords will limit the locations for which data can be accessed (generally limited to local data). Oracle roles further limit tables which can be accessed and in some cases, rows within the tables.

4. What controls are in place to prevent the misuse (e.g. browsing, unauthorized use) of data by those having access?	No controls are in place. The data are not sensitive.
5a. Do other systems share data or have access to data in this system? If yes, explain.	No
5b. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface.	Not applicable
6a. Will other agencies share data or have access to data in this system (International, Federal, State, Local, Other)?	No
6b. How will the data be used by the agency?	Data are used to provide linkage to sources of further information about a data collection, analysis, or decision event; to verify credentials of persons conducting events; to associate events with people interested in those events. Data will not be used in any way unrelated to its original context.
6c. Who is responsible for assuring proper use of the data?	The local role manager, generally a lead resource specialist.

ATTRIBUTES OF THE DATA

1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?	Yes
2a. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?	No

2b. Will the new data be placed in the individual's record (customer or employee)?	Not applicable
2c. Can the system make determinations about customers or employees that would not be possible without the new data?	Not applicable
2d. How will the new data be verified for relevance and accuracy?	Not applicable
3a. If data is being consolidated, what controls are in place to protect the data from unauthorized access or use?	Not applicable – data will not be consolidated
3b. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.	Not applicable – processes will not be consolidated
4a. How will the data be retrieved? Can it be retrieved by personal identifier? If yes, explain.	Data will generally be retrieved by reference to the event – e.g. Who was the data collector connected to a data collection event. A user could use sql to query for information about events associated with a specific user. If this is done, the query would be by name of the individual or by organization. The unique identifier for a contact record is a non-intelligent control number, never used for querying.
4b. What are the potential effects on the due process rights of customers and employees of: <ul style="list-style-type: none"> consolidation and linkage of files and systems; derivation of data accelerated information processing and decision making; use of new technologies. 	None
4c. How are the effects to be mitigated?	Not applicable

--	--

MAINTENANCE OF ADMINISTRATIVE CONTROLS

1a. Explain how the system and its use will ensure equitable treatment of customers and employees.	Information will not be used in any way to determine qualifications of employees for any benefits or privileges.
2a. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?	Data validation is at the table level and cannot be circumvented.
2b. Explain any possibility of disparate treatment of individuals or groups.	None
2c. What are the retention periods of data in this system?	Data are retained indefinitely
2d. What are the procedures for eliminating the data at the end of the retention period? Where are the procedures documented?	No procedures – data are retained indefinitely.
2e. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	No procedures – data are not used for “determinations”
3a. Is the system using technologies in ways that the USDA has not previously employed (e.g. Caller-ID)?	No
3b. How does the use of this technology affect customer/employee privacy?	Not applicable
4a. Will this system provide the capability to identify, locate, and monitor <u>individuals</u> ? If yes, explain.	No
4b. Will this system provide the capability to identify, locate, and monitor <u>groups of people</u> ? If yes, explain.	No
4c. What controls will be used to prevent unauthorized monitoring?	Not applicable
5a. Under which Systems of Record notice (SOR) does the system operate? Provide number and name.	Not applicable
5b. If the system is being modified, will the SOR	Not applicable

require amendment or revision? Explain.	
-----------------------------------------	--